Utah State Historical Records Advisory Board
Grant Program Guidelines

The Utah State Historical Records Advisory Board (USHRAB), seeks proposals for archival projects promoting the care, sustainability, preservation, and access of Utah's historical records and documents. Funding is competitive and applications are required. Projects must be completed within the grant time frame: between July 15, 2020 and June 26, 2021.

AWARD INFORMATION

The application deadline is Thursday, June 4, 2020.
Optional draft deadline is Friday, May 1, 2020. While drafts are optional, they are highly encouraged.
Grant requests can be up to $7,500 and require a one-to-one in-kind and/or cash match.
Grants fund one-time, short-term projects and are evaluated on how the project directly affects the program of the repository. Projects are selected for funding on a competitive basis by the Board. Hand-written applications will not be accepted. Grant award winners will be notified within 30 days after the final application deadline and grants will begin when contracts have been executed, but no sooner than July 15, 2020.

WHO IS ELIGIBLE

- State, county, municipal, tribal, or other non-Federal units of government responsible for the care and custody of permanent records
- University and college special collections and archives
- Historical societies, museums, libraries, and other cultural heritage institutions who care for documentary collections
- Other nonprofit organizations (must have 501(c)(3) status)*

We require each grant applicant to have a Data Universal Numbering System (DUNS) number before submitting an application. Information on how to obtain a DUNS is available at http://fedgov.dnb.com/webform.

*According to Utah Code Section 51-2a-201.5, the governing board of a nonprofit corporation whose revenues or expenditures of federal pass through money, state money, and local money is less than $100,000 but greater than $25,000 shall cause a fiscal report to be made in a format prescribed by the state auditor within six months of the end of the nonprofit corporation's fiscal year.

WHAT RECORDS ARE ELIGIBLE

- Manuscripts, personal and family papers, organizational and business archives
- Permanent records of enduring and historical value created by non-Federal units of government
- Collections of photographs, motion pictures, sound recordings, and electronic records
- Unpublished architectural, cartographic, and engineering drawings

PROGRAM DESCRIPTION

📁 *Preservation Projects*

Preservation is meant to protect historical materials from damage, harm, decay, or destruction in order to minimize the loss of information and extend the life of the materials.[1]

Preservation projects are those that are intended to process and protect historical records. This includes the arrangement and description of archival collections that are unprocessed, improperly stored, or otherwise poorly preserved, as well as the conservation of damaged records and the implementation of solutions that deal with the preservation of electronic records.

Digitization projects are eligible as preservation projects so long as the goal is to preserve records in fragile condition. Material should already be arranged and described according to archival standards so that existing information can serve as metadata. While continued access to original materials may be limited after digitization due to their fragile nature, the original records must be retained and maintained. Digitization alone does not guarantee preservation. Applicants should account for their long term preservation plans of the digital master files in their proposals. Projects must adhere to best practices for digital formatting and metadata standards to ensure the sustainability of digital collections.

Examples of past successful preservation projects funded by the USHRAB:
- ★ Historical county records collections by Davis County: The County arranged and rehoused historical marriage licenses and applications, oaths of office, and county official bonds/surety bonds, which had previously been stored in overstuffed drawers in antique wooden cabinets.
- ★ Kendall Webb Photography Collection by the Park City Museum: The Museum contracted with the University of Utah and Mountain West Digital Library to digitize nearly 3,000 rapidly deteriorating acetate negatives from the 1940s-1950s.

🔍 *Access Projects*

Access is defined as the ability of the repository and its users to locate relevant information through adequate processing of materials and the use of catalogs, indexes, finding aids, or other tools.[2] Most USHRAB-funded projects are primarily access projects.

Access projects are intended to give the institution intellectual and physical control over a collection in order to make the information contained within available to users, including researchers and the general public. This includes the arrangement and description of unprocessed or poorly processed collections, the creation of finding aids or indexes for previously processed collections, or the digitization and online hosting of frequently accessed material.

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[1] Society of American Archivists, https://www2.archivists.org/glossary/terms/p/preservation
[2] Society of American Archivists, https://www2.archivists.org/glossary/terms/a/access

Digitization projects are eligible as access projects if they make use of existing holdings of locally or regionally significant historical records collections. The materials should already be arranged and described according to archival standards so that projects can use existing information to serve as metadata. Original materials must be retained and maintained. Applicants should account for their long term preservation plans of the digital master files in their proposals. Projects must adhere to best practices for digital formatting and metadata standards to ensure the sustainability of digital collections.

Examples of past successful access projects funded by the USHRAB:
- ★ The Shirley H. Platt Deaf Athletics Collection by Utah Valley University: Archivists processed and rehoused the nearly 43-cubic foot collection, created a finding aid and MARC record, and digitized particularly important or relevant documents within the collection, thus making all of the material more readily available to a larger audience.
- ★ Project UteTube by the Uintah and Ouray Ute Tribe: The tribe selected and digitized a representative sample of photos and videos from its archives to host on a newly created website, "UteTube," which was designed to educate and promote Northern Ute history, life, and culture to tribe members and the general public
- ★ Digitization of early pioneer portraits by the Cache Daughters of Utah Pioneers Museum: DUP volunteers worked with Utah State University to digitize and host portraits of early pioneers and documents related to early settlement in the Cache Valley.

NON-ELIGIBLE PROJECTS AND FUNDING RESTRICTIONS
USHRAB funds CANNOT be used for:
- The acquisition, processing, exhibition, or display of artifact or art collections, including the purchase of display cases.
- The construction, renovation, furnishing, or purchase of a building or land.
- The purchase of manuscripts or other historical records.
- The acquisition, purchase, cataloging, or preservation of books, magazines, or other library materials.
- Projects focusing on collections or materials that are not available for research.
- Undertaking an oral history project unless it is related to Native Americans.
- Projects focusing on collections or materials that are the responsibility of an agency of the federal government.
- Undertaking an archival project centered on the papers of an appointed or elected public official who is still in office, remains politically active, or the majority of whose papers have not yet been accessioned into the repository.
- Projects involving documents that are privately owned.

GENERAL REQUIREMENTS

- **All grants require a one-to-one in kind and/or cash match.** Match must be directly and demonstrably related to the grant and occur during the grant period.
- **All grant projects require a public access component** such as making digitized images available online or creating an online finding aid or index. Collections must be made available to the public at the completion of the project during regularly scheduled hours or by appointment.
- **The project must provide results that are measurable** and are related to the preservation and accessibility of the historical records within the collection.
- **Any materials produced as part of the grant must give credit** to the National Historical Publications and Records Commission (NHPRC), the Utah State Archives, and the USHRAB.
- **Successful applicants will sign a contract** with terms to be negotiated by the grants staff and the applicant. All contracts require compliance with state fiscal and reporting standards.
- **Successful applicants must publicize their re-grant project.** Recipients of funding are encouraged to publicize awards via social media, press release, or other means of communication. Recipients are required to publicize projects upon completion via social media, local newspaper, a community presentation, or other applicable outreach tool.

ADDITIONAL DIGITIZATION REQUIREMENTS

- **Grant projects for digitization must adhere to best practices** for digital formatting and metadata standards outlined by the Utah State Archives to ensure the sustainability of digital collections.
- **All digitization projects require a letter of agreement from the institution providing the digitization.** There is a template online at https://archives.utah.gov/USHRAB/forms.html.

REIMBURSEMENT

Reimbursement forms and the final summary and evaluation report must be submitted upon completion of the grant project and no later than July 10, 2021.

Grant recipients will be reimbursed upon receipt of evidence of meeting agreed-upon program goals and expenditures of local match funds and/or donated services. Forms will be provided to document donated services such as mileage and labor. Volunteer labor will be calculated at $11 per hour. Professional salary rates must be verified with documentation acceptable for auditing purposes. Copies of invoices and receipts documenting expenditures of funds are required. Personnel wages for projects that are part of regular job duties do not qualify for reimbursement. Overhead costs do not qualify for reimbursement.

✅ APPLICATION AND SUBMISSION INFORMATION

Please add pertinent background information that will help us judge your ability to carry out the purposes of your grant. Applicants should answer each question in the application with as much detail as possible. Additional instructions can be found on the application paperwork.

Submit completed applications via email to mruddell@utah.gov.

For further information contact:

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 or visit https://archives.utah.gov/USHRAB/grants.html